

Senior Pesticide Use Specialist
Open, Non-Promotional Examination



State of California
Environmental Protection Agency
Department of Pesticide Regulation
Personnel Services Branch
1001 I Street
P.O. Box 4015
Sacramento, CA 95812-4015
(916) 322-4553

Exam Code: 5DM02
Salary Range \$4115 - \$5001
Final Filing Date: August 27, 2004

CALIFORNIA STATE GOVERNMENT – An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY Applicants who meet the minimum qualifications as stated below. This is an open, non-promotional examination. Applications will not be accepted on a promotional basis.

HOW TO APPLY An Examination Application (Form STD 678) must be POSTMARKED no later than the final filling date of **August 27, 2004**. Examination Applications postmarked after the final filing date will not be accepted for any reason. Applications are available and may be filed in person or by mail with:

Department of Pesticide Regulation
Personnel Services Branch/Examinations Unit
1001 I Street, 4th Floor
P. O. Box 4015
Sacramento, CA 95812-4015

For your convenience, you may also obtain a copy of the Examination Application (STD 678) via the Internet at http://www.spb.ca.gov/Employment/employment_forms_brochures.htm

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.
DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, refer to question two (2) of the “Examination and/or Employment Application (STD. 678)” and mark the appropriate box. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates you have read, understood and possess the basic qualifications required. All application must meet the education and/or experience requirements for this examination by the final filing date of **August 27, 2004**.

Note: All Examination Applications (STD 678) must include: “TO” and “FROM” employment dates (month/day/year); time base, salary, job titles/civil service class titles, and detailed description of the specific duties performed. Applications excluding any of this information may be rejected. Resumes containing additional information may be submitted with the examination application.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I” or “II” or “III” etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS **Either I**
One year of experience in the California state service performing duties in the class of Pesticide Use Specialist, Range B. (Applicants who have completed six months of experience as a Pesticide Use Specialist, Range B, will be admitted to the examination, but they must have completed one year of experience in the class before being considered eligible for appointment.)

Or II
EXPERIENCE: Three years of progressively responsible experience in the inspection and enforcement of laws and regulations pertaining to the manufacture, sale, and use of pesticides. Experience gained in California state service must include one year in a position with responsibilities equivalent to Pesticide Use Specialist, Range B.

And
EDUCATION: Equivalent to graduation from college with a major in chemistry, agricultural science, biological science, environmental science, pest management, or a related major.

Or III
EXPERIENCE: Five years of progressively responsible experience in work or research pertaining to the manufacture, sale and use of pesticides. Experience gained under this pattern must include interpretation and application of California pesticide laws and regulations.

And
EDUCATION: Equivalent to graduation from college with a major in chemistry, agricultural science, biological science, environmental science, pest management or a related major.

SPECIAL PERSONAL CHARACTERISTICS Objective, dependable, diplomatic, tactful, accurate, perceptive, and observant; ability and willingness to establish and maintain cooperative professional working relationships with representatives from industry, other state agencies, pesticide users, co-workers and the public; work effectively within a team environment; accept constructive criticism and abide by work rules; possession of a valid California driver’s license, willingness to work irregular hours at various locations throughout the State and willingness to travel.

Senior Pesticide Use Specialist AH40/0472			
Bulletin Release Date: August 6, 2004		Exam Code 5DM02	Final Filing Date: August 27, 2004
SPECIAL PHYSICAL QUALIFICATIONS	Some positions require the ability to stoop and bend frequently and move a minimum of twenty-five pounds		
POSITION DESCRIPTION	<p>Under direction, a Senior Pesticide Use Specialist (Sr. PUS) in the Enforcement, Pest Management and Licensing, and Registration Branches performs the following duties, which vary by branch as follows:</p> <p>Enforcement Branch: A field office, Sr. PUS, performs the full range of difficult and complex inspection, investigation and enforcement duties. These duties include but are not limited to pesticide misuse, environmental contamination, property loss, and worker exposure. A Sr. PUS typically is assigned to work with counties as a liaison and evaluator; provides regulatory interpretation to industry and agricultural commissioners; conducts outreach; trains collaborating government agencies and industry; collects samples of various types; and implements federal and state programs. A Sr. PUS is responsible for evaluation of county agricultural commissioner pesticide enforcement programs. At Sacramento Headquarters, Sr. PUS develops and/or analyzes legislation, regulations and policies; reviews legislation for impacts to Department of Pesticide Regulation programs and industry; participates in major support function on special projects that many require interagency coordination.</p> <p>Pest Management and Licensing Branch: A Sr. PUS responds to technical questions about pest control licensing laws and regulations; conducts research, development and implementation for licensing and certification policies, laws and regulations interpretation; prepares and writes reports and correspondence for the program supervisor, Branch Chief, and on occasion, the Director; collects licensing information and statistics to ascertain trends for licensees and certificate holders; assists in developing regulation and rulemaking files and legislative concepts; assists in the development of training and certification materials; and reviews examinations and study guides.</p> <p>Registration Branch: A Sr. PUS is responsible for implementing laws, regulations and policies pertaining to the review and registration of pesticides; requires complete and in-depth knowledge of federal and state laws and regulations to process applications under stringent mandated time frames; reviews data submissions and applications for completeness and adequacy for acceptance into registration process; determines scientific data requirements for various types of pesticides submitted for registration in California; coordinates subsequent data evaluation by scientific review staff; reviews submitted labels for compliance with federal and state requirements; and acts as liaison between the Department and registrants.</p> <p>In each Branch, duties involve activities of statewide responsibility in a major support function or special projects that may require interagency coordination.</p> <p>Positions exist with the Department of Pesticide Regulation at field offices in Fresno, Anaheim, and at the Sacramento Headquarters Office for the Enforcement Branch. All positions for the Pest Management and Licensing Branch and Registration Branch are located in Sacramento.</p>		
EXAMINATION INFORMATION	<p>This examination will consist of a Written Exercise weighted 30% and a Qualification Appraisal Interview (QAP) weighted 70%. In order to obtain a position on the eligible list, a minimum overall rating of 70% must be attained in the examination.</p> <p>It is anticipated that the Written Exercise and the Qualification Appraisal Interview will be held sometime in September/October of 2004.</p>		
SCOPE OF EXAMINATION	<p>A. Knowledge of:</p> <ol style="list-style-type: none">1. State and federal laws and regulations pertaining to the registration, sale and use of pesticides and pesticide residue monitoring.2. Pests affecting agricultural and ornamental plants.3. Chemical, biological and environmental principles of pesticide use.4. The role of pesticides and the hazards associated with their use on human health, safety and the environment.5. The role of pesticides in the integrated pest management concept.6. Methods and materials used in the manufacture, distribution and application of pesticides.7. Principles of field inspection, sampling and monitoring of pests and pesticides.8. Methods, materials, equipment, practice, and terminology used in agricultural pest control work in California.9. General investigation sampling and monitoring techniques and procedures.10. Rules of evidence and court procedures.11. Techniques of training and supervision. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Interpret and implement State and federal laws, regulations and policies to ensure safe and effective use of pesticide as it pertains to the registration, sale and use of pesticides.2. Learn and apply formal investigation, sampling, and data collection techniques and procedures, rules of evidence and court procedures.3. Prepare technically, accurate and concise correspondence and reports.4. Communicate in a professional and effective manner both verbally and in writing.5. Present information, provide training, and maintain positive working relationships.6. Establish and maintain cooperative relations with those contacted in the course of work.7. Conduct effective investigations.8. Functionally train and coordinate the work of State and County employees.9. Analyze situations accurately and adopt an effective course of action.10. Advise counties in the implementation of their pesticide use enforcement programs.11. Draft and revise rules, regulations and instructions.12. Speak effectively before groups.13. Review and evaluate the work of others and give guidance and counsel in work methods and procedures.		
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ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Pesticide Regulation. The list will expire 24 months after it is established unless the needs of the service and condition of the list warrant a change in this period.
VETERANS POINTS	Veterans preference points are not granted in this examination
CAREER CREDITS	Career credits <u>will be granted</u> in this examination to applicants who qualify.

GENERAL INFORMATION

The California Department of Pesticide Regulation and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The California Department of Pesticide Regulation (DPR) is committed to a strong policy of equal employment opportunity. To this end, DPR does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by DPR on the basis of race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

It is the candidate's responsibility to contact the **Department of Pesticide Regulation, Personnel Services Branch/Examinations Unit (916) 445-4897** three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the **Department of Pesticide Regulation, Personnel Services/Examinations Unit, (916) 445-4897** three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Pesticide Regulation.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Career Credits: In open, non-promotional examination, career credits are granted to:1) State employees with permanent civil service status; 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position; and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Such examinations cannot be for managerial positions described in Gov. Code Section 3513. Competitors not currently employed in State service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Standard State application form (STD 678) Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929 **OR** From voice phones: 1-800-735-2922